

Comptroller's Directive No. 2-06
Attachment 27
Adjustments

Purpose	This attachment requires agencies to certify that all adjustments to financial statement templates, other attachments, and / or supplemental information have been provided to DOA. This attachment is similar to the prior year's Attachment 27.
Applicable agencies	All agencies must complete this attachment.
Due date	October 19, 2006
Submission requirements	<p>Contact DOA if the agency has any problems with the files.</p> <p><u>After downloading the files, rename the spreadsheet file using the agency number followed by Att27.</u> For example, agency 151 should rename its Attachment 27.xls file as 151Att27.xls.</p> <p>Submit the excel spreadsheet electronically to finrept@doa.virginia.gov.</p> <p>Copy APA via e-mail to APAFinRept@apa.virginia.gov.</p> <p>Do <u>not</u> submit paper copies of the excel attachment.</p>
Revised submissions and revision control log	If an agency has identified required adjustments subsequent to DOA's acceptance of the original submission, a revised attachment or supplemental information is required. The majority of attachments require a revision control log. Refer to the individual attachment instructions to determine the specific revision instructions. All Supplemental Information revisions must include Attachment 29, Supplemental Information Revision Control Log.
Additional requirements	The agency must notify the individuals listed in the Questions section of this directive if material adjustments are discovered after submitting this attachment to DOA.

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